



## **Weekly Update 5-15-20**

### **Student Scholarships & Special Recognitions**

While we are quickly turning our attention to wrapping up the academic year I'd like to take a moment to recognize and thank everyone for their efforts in a successful student scholarship and recognition season. One of our greatest celebrations is when we gather to recognize students who received scholarships, reached their transfer goal, completed their Honors Transfer Program, supported their fellow students as a tutor, and participated in our STEM program. Although we were not able to hold our annual in-person celebration this year, more than 50 faculty, staff, students, Foundation staff and administrators worked together to award 250 scholarships totaling \$195,913.49! We were also able to recognize our student recipients on our Cañada College [website](#), where they were greeted with a congratulatory message and saw their names listed on the website. Now more than ever, these scholarships are helping to provide our students with much needed financial resources that will help them to achieve their educational goals. I and our students simply can't thank you enough!

### **Budget & Resource Request Funding Update**

The District's multi-year revenue scenarios were re-introduced at the May 6 PBC meeting. Special emphasis was made over the anticipated 12-18-month lag between the beginning of the current economic downturn and when we might expect to see the effects on the District's revenue projections. Although modest increases to revenue are expected for FY20-21, caution was recommended for subsequent years where the various scenarios predict changes to revenue ranging from modest annual increases (EXHIBIT A) to potential significant budget shortfalls (EXHIBIT C).

EXHIBIT A: Scenario 3 -Grim (low risk)

Cañada College Fund 10003, 11002, 17003 and 18313 as of March 2020						
	FY 19-20	% of Total Expenses	FY 20-21	% of Total Expenses	FY 21-22	% of Total Expenses
Fund 1 Allocation	30,085,382		30,677,483		30,595,948	
Local Revenues	175,000		175,000		175,000	
Prop 30	269,531		263,020		261,588	
SSSP						
<b>Total Revenues</b> (Includes Fund 1 Allocation, Local Revenues, Prop 30, Fund 1 Offset, International Students)	<b>30,529,913</b>		<b>31,115,503</b>		<b>31,032,536</b>	
<b>Total Salaries and Benefits</b>	<b>27,827,219</b>	<b>91.15%</b>	<b>27,901,647</b>	<b>98.95%</b>	<b>27,977,563</b>	<b>99.22%</b>
<b>Materials &amp; Supplies</b>	<b>1,251,927</b>	<b>4.10%</b>	<b>1,276,966</b>	<b>4.53%</b>	<b>1,302,505</b>	<b>4.62%</b>
<b>Other Operating and Transfers</b>	<b>1,450,767</b>	<b>4.75%</b>	<b>1,450,767</b>	<b>5.15%</b>	<b>1,450,767</b>	<b>5.15%</b>
<b>Operating</b>	<b>1,450,767</b>		<b>1,450,767</b>		<b>1,450,767</b>	
<b>Total Expenses</b> (Includes salaries, benefits, materials, supplies, and operating costs)	<b>30,529,913</b>		<b>30,629,379</b>		<b>30,730,835</b>	
<b>Net Surplus/(Deficit)</b>	<b>-</b>		<b>486,124</b>		<b>301,701</b>	
						<b>591,296</b>

EXHIBIT B: Scenario 2 -Grimmer (medium risk)

Cañada College Fund 10003, 11002, 17003 and 18313 as of March 2020						
	FY 19-20	% of Total Expenses	FY 20-21	% of Total Expenses	FY 21-22	% of Total Expenses
Fund 1 Allocation	30,085,382		30,615,428		30,487,862	
Local Revenues	175,000		175,000		175,000	
Prop 30	269,531		263,020		261,593	
SSSP						
<b>Total Revenues</b> (Includes Fund 1 Allocation, Local Revenues, Prop 30, Fund 1 Offset, International Students)	<b>30,529,913</b>		<b>31,053,448</b>		<b>30,924,455</b>	
<b>Total Salaries and Benefits</b>	<b>27,827,219</b>	<b>91.15%</b>	<b>27,901,647</b>	<b>98.95%</b>	<b>27,977,563</b>	<b>99.22%</b>
<b>Materials &amp; Supplies</b>	<b>1,251,927</b>	<b>4.10%</b>	<b>1,276,966</b>	<b>4.53%</b>	<b>1,302,505</b>	<b>4.62%</b>
<b>Other Operating and Transfers</b>	<b>1,450,767</b>	<b>4.75%</b>	<b>1,450,767</b>	<b>5.15%</b>	<b>1,450,767</b>	<b>5.15%</b>
<b>Operating</b>	<b>1,450,767</b>		<b>1,450,767</b>		<b>1,450,767</b>	
<b>Total Expenses</b> (Includes salaries, benefits, materials, supplies, and operating costs)	<b>30,529,913</b>		<b>30,629,379</b>		<b>30,730,835</b>	
<b>Net Surplus/(Deficit)</b>	<b>-</b>		<b>424,069</b>		<b>193,620</b>	
						<b>(66,695)</b>

EXHIBIT C: Scenario 1 -Grimmest (high risk)

Cañada College Fund 10003, 11002, 17003 and 18313 as of March 2020						
	FY 19-20	% of Total Expenses	FY 20-21	% of Total Expenses	FY 21-22	% of Total Expenses
Fund 1 Allocation	30,085,382		30,553,373		29,042,831	
Local Revenues	175,000		175,000		175,000	
Prop 30	269,531		263,020		261,598	
<b>Total Revenues</b> (Includes Fund 1 Allocation, Local Revenues, Prop 30, Fund 1 Offset, International Students)	<b>30,529,913</b>		<b>30,991,393</b>		<b>29,479,429</b>	
<b>Total Salaries and Benefits</b>	<b>27,827,219</b>	<b>91.15%</b>	<b>27,901,647</b>	<b>98.95%</b>	<b>27,977,563</b>	<b>99.22%</b>
Materials & Supplies	1,251,927	4.10%	1,276,966	4.53%	1,302,505	4.62%
Other Operating and Transfers	1,450,767	4.75%	1,450,767	5.15%	1,450,767	5.15%
<b>Total Expenses</b> (Includes salaries, benefits, materials, supplies, and operating costs)	<b>30,529,913</b>		<b>30,629,379</b>		<b>30,730,835</b>	
<b>Net Surplus/(Deficit)</b>	<b>-</b>		<b>362,014</b>		<b>(1,251,406)</b>	
						<b>(2,935,032)</b>

#### Recommended Financial Strategies:

As a result of the current economic uncertainty, the following financial strategies were recommended:

- ❖ Build FY 20-21 budget around 2<sup>nd</sup> scenario (medium risk).
- ❖ For FY 20-21: Allocate new additional funding (approx. \$424k) on a one-time basis.
- ❖ Implement position review at VP weekly for vacancies as they occur to determine strategic timing for filling vacancies.
- ❖ For FY 21-22: Re-assess fiscal condition of the college. If fiscally prudent, allocate \$424k funding on an on-going basis or use the funding to mitigate existing budget shortfalls.

#### Requested Resources and Other Financial Considerations:

The following list of requested resources, along with other financial considerations (totaling over \$5 million) were reviewed:

#### EXHIBIT D: Resource Requests Summary

Resource Requests	FTE	One-Time		
		Cost Estimate	On-Going Cost Estimate	Total
<b>UNFUNDED ITEMS CONTINGENT UPON NEW FUND AVAILABILITY</b>				
New, Approved Personnel Requests	8.33		1,003,535	1,003,535
New Requests for Operational Items		614,821	693,446	1,308,267
<b>Sub-Total</b>		<b>614,821</b>	<b>1,696,981</b>	<b>2,311,802</b>

#### EXHIBIT E: Other Financial Considerations

Anticipated Categorical Grant Reductions (15% Reduction on Spring Enrollment)		Total Budget	Estimated Reduction
Lottery		468,436	70,265
Guided Pathways		274,372	41,156
SEAP		1,744,655	261,698
AB-19		101,933	15,290
EPA		268,676	40,301
			428,711
<b>Terminating Grants</b>			
Ending Date			Sal & Ben Bdgt
June-Dec. 2020			740,586
Sept. 2021			826,060
Total			1,566,646
<b>Other Funding Requests</b>			
		One-Time	
		FTE	Cost Estimate
<b>UNFUNDED ITEMS CONTINGENT UPON NEW FUND AVAILABILITY</b>		On-Going Cost Estimate	Total
Facilities/Equip. Refresh		648,000	648,000
PC Tech Refresh		171,466	171,466
Lab Tech Refresh		145,189	145,189
<b>GRAND TOTAL</b>		648,000	316,655
			964,655

#### FY 2020-21 Funding Plan:

Considering the current uncertainties and unexpected demands posed by the COVID-19 pandemic, it was decided to fund the following list of positions on a one-time basis for FY 2020-21:

#### EXHIBIT F: Funded Items on a One-Time Basis for FY 2020-21

<b>Salary Projections -Instructional Services</b>		Estimated Budget	
Instructional Designer	1 FTE	\$ 133,204	
2 Distance Ed Coordinators (2 Semesters)	0.6 FTE	\$ 112,701	
Instructional Technologist (51% currently funded in F1)	0.49 FTE	\$ 66,402	
Curriculum Specialist (6 months)	1.0 FTE	\$ 91,772	
<b>Estimated Total</b>		<b>\$ 404,079</b>	

Additionally, it was also recommended to fund the annual college technology and facility refresh (estimated based on a 5-year technology life cycle) from the Fund 1 carryover balance when it is determined at year end. Further consideration for funding other items on a one-time basis will be made at that time, contingent upon funding availability.

#### Guided Pathways Update

The Guided Pathways Steering Committee held their final meeting for the 2019-2020 Academic Year on Tuesday, May 5, 2020. The committee reviewed our collective progress in addressing the 2019 – 2020 Guided Pathways strategic priority projects. This progress was then shared as part of the Annual Plan report at the [May 6 Planning & Budgeting Council](#). Some key updates included the

announcement of virtual Priority Engagement Programs with designated Interest Area counselors, a defined framework to launch Guided Pathways Success Teams, a summer launch for all Program Maps, etc.

In moving through the summer, Guided Pathways will continue to expand on the work of this year's Steering Committee. Specifically, the committee will build out the first few steps of the on-boarding process and Success Team structure for new students with the support of Counselors and Welcome Center staff. On July 1, Cañada students, faculty, and staff will now have access to the program maps for the various Interest Area academic pathways. For a fuller list of meeting notes and accomplishments, please visit the [Guided Pathways landing page](#).

### Community Market

In partnership with Second Harvest Food Bank, the San Mateo County Community College District launched a Districtwide Community Market for all SMCCCD students and community members. The drive-thru market is hosted at the College of San Mateo as a collaboration between all three colleges of the District. The market began with enough fresh groceries to serve 400 families and after five weeks of distributions has grown to serve 800 families for an estimated 124,000 pounds of food. The Community Market is hosted on Fridays through July from 11 a.m.-1 p.m. or until all food is distributed. Please spread the word.

**Free GROCERIES**  
San Mateo County Community College District  
Emergency Food Distribution

Fresh Produce. Healthy Options. On Us.

**FREE DRIVE-THRU  
COMMUNITY MARKET**  
at College of San Mateo

**Every Friday (thru July)**  
11:00 am – 1:00 pm (or until all food is distributed)

**LOCATION:**  
College of San Mateo  
1700 W. Hillsdale Blvd.,  
(Beethoven Parking Lot #2)  
San Mateo, CA 94402

- COVID-19 guidelines will be observed
- Only drive-thru pickups will be served
- Open to students and the community
- This does not impact public charge
- No I.D. required to pick up food

**SPARKPOINT**



### **Food Grant Program**

Since the COVID-19 shelter in place, Cañada students continue to receive food cards of \$75 to \$150 each month – only now through standard U.S. mail. This service is part of the District's commitment to meet the basic needs of our low-income and most impacted communities through a Food Grant Program. For more information about the Cañada College Food Grant Program, please email [cansparkpoint@smccd.edu](mailto:cansparkpoint@smccd.edu) or call 650-381-3550.

### **Faculty Professional Development Needs**

In April, College Cabinet circulated a questionnaire to all faculty (full and part time) to assess their professional development needs related to teaching online. The summary results of that survey can be found [here](#).

### **Congratulations to our Newest Tenured Faculty**

Congratulations are in order for Cañada College faculty members who were officially tenured as of the April 7, 2020, Board of Trustees' Meeting. Join us as we welcome: David Eck, Christopher Rico and David Monarres to the prestigious rank of tenured faculty. Also, thank you to the entire college community and their evaluation committees for assisting these newly tenured faculty.

### **Cañada College Named Recipient of National Science Foundation (NSF) Grant**

Cañada College is the recipient of \$1,619,224 awarded by the National Science Foundation (NSF). The grant period of performance is from April 15, 2020 to March 31, 2025. This grant is within the NSF program 19-540 Improving Undergraduate STEM Education: Hispanic-Serving Institutions. The official project title is *Improving Career Readiness of STEM Students Through Worksite Visits, Job Shadowing, and Internships during Their Early College Years*. Internally, we are calling it TRABAJO - Training and Research Activities for Better Access to Job Opportunities. Activities of the grant focus on building student awareness, self-confidence, and motivation related to STEM careers. Three activities constitute a stepwise progression for students: class visits to work sites, job shadowing, and internships within industry. Equally important is the development of closer relationships with local businesses that can employ our students after they complete their bachelor degrees. This set of activities enables progressively bigger commitments by businesses, as they experience the competency of our students.

# Whether it's online or in-person, we stand ready to support our community.

Explore careers. Upgrade your skills. Train for a new job.

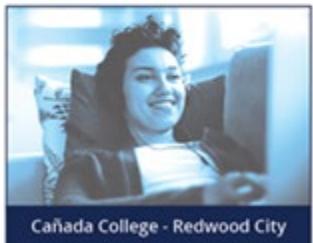
Prepare for transfer to a university.

Earn a certificate or degree.

Non-Profit  
Organization  
U.S. Postage  
**PAID**  
Permit No. 27  
San Mateo, CA  
ECRWSS

Residential Customer Local  
Carrier Route Pre-Sort

Apply at [smccd.edu/hereforyou](http://smccd.edu/hereforyou)



Cañada College - Redwood City



College of San Mateo - San Mateo



Skyline College - San Bruno

## SMCCCD “Here for You” Marketing Campaign Launches Throughout San Mateo County

The District, in collaboration with the three college Marketing offices, launched a comprehensive marketing campaign that will blanket San Mateo County mailboxes and computer screens over the next three months. With the COVID-19 pandemic causing catastrophic economic damage and the resulting disruptions to education and employment, focused efforts are needed to reach out to our community on an unprecedented scale. The core of the campaign message is a reminder of who we are, what we do, and how long we've been doing it. In essence, that SMCCCD and its colleges are “Here for You.” With the COVID-19 pandemic causing catastrophic economic damage and the resulting disruptions to education and employment, focused efforts are needed to reach out to our community on an unprecedented scale. The campaign will deliver millions of “impressions” to San Mateo County residents throughout the summer. The campaign communication channels include:

- Direct Mail: A series of three different postcards mailed to 280,000 residential households each month through July. (*May postcard pictured above*)
- Food Box Inserts: Additional postcards inserted into food boxes for weekly Second Harvest food drives at CSM.
- Digital: Coordinated delivery of key messages each month that align with postcards using Instagram, Facebook, Snapchat, YouTube, Spotify, and Google AdWords. (*Digital samples pictured below*)
- Web Landing Page: All channels will direct viewers to [smccd.edu/hereforyou](http://smccd.edu/hereforyou), a custom landing page that features an “Apply Now,” “Request for Information,” and Connect to College RSVP or video for each college.

The objectives of the campaign are to: build community by reminding San Mateo County we are with them through the current crisis, remain top of mind among San Mateo County residents as higher education plans and job situations change for many, manage the district’s reputation and the reputation of the three colleges

by demonstrating community partnership and increase enrollment among the three colleges in the San Mateo County Community College District.



### **Virtual Office Hours**

The Office of the Vice President of Student Services will be holding virtual office hours on Wednesday, May 20 from 2-3 p.m. and Thursday, May 21 from 9-10 a.m. Please contact Debbie Joy at [joyd@smccd.edu](mailto:joyd@smccd.edu) to schedule a 15 minute Zoom meeting. Gracias!

The Office of the Vice President of Administrative Services will be holding virtual office hours on Wednesday, May 20 from 1-2 p.m. and Friday, May 22 from 1-2 p.m. Please contact Graciano Mendoza at [mendozag@smccd.edu](mailto:mendozag@smccd.edu) to schedule a 15-minute office visit during this time. We look forward to your visit!

The President's Office will be holding virtual office hours on Tuesdays through June 2, 2020, from 2 -3 p.m. Please contact Linda Bertellotti at [bertellottil@smccd.edu](mailto:bertellottil@smccd.edu) to schedule a 15-20 minute office visit during this time.

The Office of Instruction is holding office hours on Tuesday/Thursday from 11a.m. -12 p.m. Please set up a Zoom meeting and Dr. Robinson will join you. Or, you can email her at [robinsontammy@smccd.edu](mailto:robinsontammy@smccd.edu) and she can set it up. Thank you.

### **Updates from the Counseling Division**

The Counseling Division has been working hard to streamline our matriculation process in light of COVID-19 and moving forward. Starting at the end of April and through the month of May we are providing multiple Priority Engagement Program (PEP) sessions where for the first time ever students are able to complete orientation, placement, and their initial counseling appointment in one stop. We are continuing to offer 1-hour counseling appointments through the summer.

### **Summer Leadership Retreat**

Campus participatory governance leaders and stakeholders will come together again this summer for the College's third annual Summer Leadership Retreat. Per PBC's recommendation to the President, the Leadership Retreat participants (inclusive of all campus constituency groups) will shape the College's annual priorities and operational plan for 2020-21 in line with the [Education](#)

Master Plan and newly adopted Strategic Enrollment Management Plan and addendum. More details on the dates and draft agenda for the Retreat coming soon.

**Fill Out Your Census Its Not Too Late!**

The Census is happening, please participate. Did you know you can complete your 2020 Census questionnaire online? Just go to [www.my2020census.gov](http://www.my2020census.gov). Learn more at the [San Mateo County Census 2020 website](#).

This will be my last weekly update for the academic year. Thank you for all of your patience and hard work over the year, especially this past semester. I wish you and your loved ones a safe summer.

Sincerely,  
Jamillah Moore, Ed.D.  
President